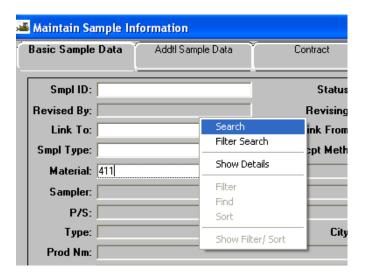
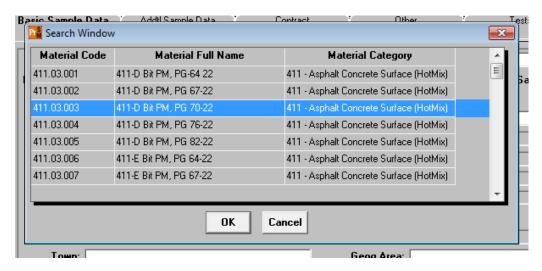
Asphalt Mix Field Testing

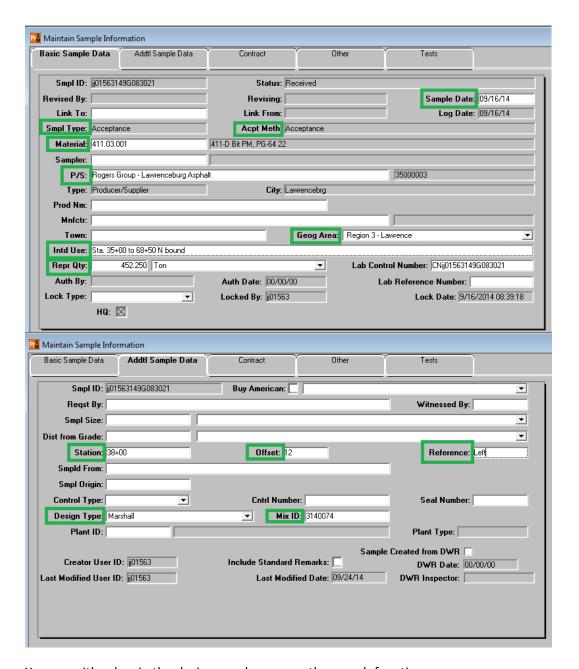
When creating a sample it should be easy to find the correct material code by keying in the 3 digit code (307, 313 or 411). Then hold your curser over the field and a magnifying glass will appear. Right click and select "search"



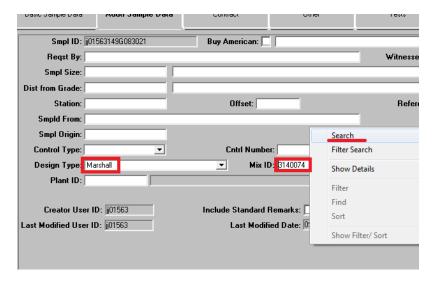
The search window will open with the first record being the one that starts with that code. The inspector will then be able to see the "material full name". The descriptions are grouped by the letter of the mix (A, AS, ACRL, B, BM, BM2, etc.) (411D, E, E(shoulder), SP411's) It should only take a couple of seconds to scroll to the correct mix and select it.



Below are examples of info that should be entered for field samples of asphalt mix:



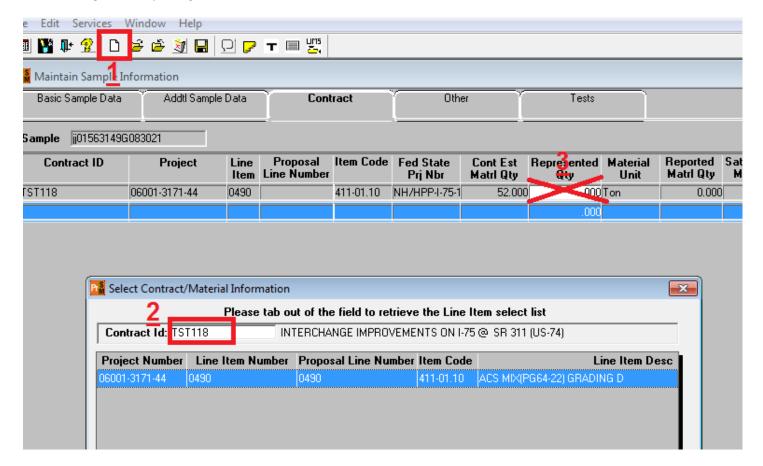
You can either key in the design number or use the search function:



Next we need to link the tests to a contract:

Click on the contract tab.

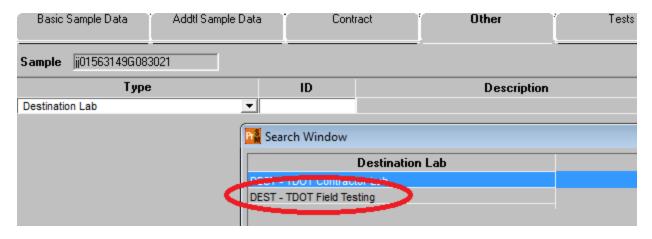
- 1. Select the "New" icon at the top of the window.
- 2. Enter contract number or use search function to find correct contract and item(s) NOTE: if contract has multiple projects w/ item, select all project items.
- 3. DO NOT ENTER QUANTITY. The quantity to be paid is entered in a DWR by office personnel. The material has a rate/frequency of testing linked to it, and entering a quantity here will possibly cause a shortage of test results resulting in money being withheld.



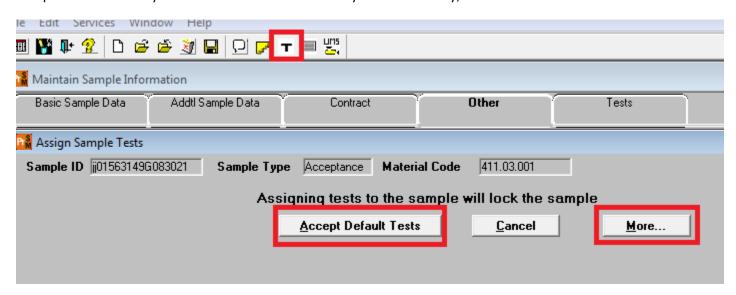
Next you will need to select a lab.

Click on the Other tab.

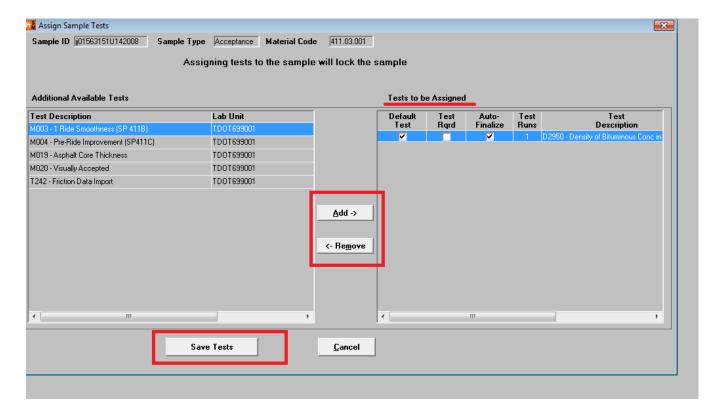
- 1. Select the "New" icon at the top of the window.
- 2. Select Destination Lab.
- 3. Use search function to find correct lab.



The final step is selecting the tests. Select the "Open Assign Tests" icon at the top of the screen. Most times you will accept default tests. If you need to run tests that are only ran occasionally, select the More button.



When you select the "More" option, a new window opens. You can use this window to add additional tests, or remove default tests. Once you click "Save Tests" the sample will lock and will be in the lab you selected (Field or Contractor). NOTE: It is a pain to add/remove tests after this step, so make sure you have the tests you plan to run on your sample selected.



You are now ready to go to LIMS and enter your test results.

A very important procedure note:

SiteManager requires specific tests to be performed before any payment can be made on asphalt mix items. If no tests are required first day material is placed (small quantity or temporary) A density sample with test D2950 required for payment MUST be created. The sample can be moved thru LIMS without any test data entered, by selecting the "No tests taken" check box. The inspector will be required to describe reason in remarks field of test templates. This will be an "Acceptance" sample.

